MARYLAND JUDICIARY

GEARS
General Enterprise And Resource Support

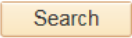## Quick Reference Tip Sheet

==Updated: 05/01/2017==

General Information

Task	Process Information
How to find the Associated PO Number and Receipt Number for a Voucher	PO and Receipt information for a Voucher is available on the Related Documents Tab. **Note: This does not apply to Expense Vouchers and non-PO Vouchers.**

GEARS Navigation

Main Menu > Accounts Payable > Vouchers > Add/Update > Voucher Search	Favorites ▾ Main Menu ▾ > Accounts Payable ▾ > Vouchers ▾ > Add/Update ▾ > Voucher Search

1.0   Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	**Enter the Voucher ID.** **Note: Business Unit should default to MDJUD.**	Voucher Search — Voucher Information. *Business Unit: MDJUD. Voucher ID: 00281109. Invoice Number. Related Voucher. Incomplete Voucher. Entry Status. Voucher Style. Voucher Source. Vendor Information: Vendor ID. Short Vendor Name. Vendor Name. ☑ New window. Search
2.	**Click the Search button.**	Voucher Search — Voucher Information. *Business Unit: MDJUD. Voucher ID: 00281109. Invoice Number. Related Voucher. Incomplete Voucher. Entry Status. Voucher Style. Voucher Source. Vendor Information: Vendor ID. Short Vendor Name. Vendor Name. ☑ New window. Search

3.	Click the Voucher ID hyperlink to open the voucher.	
4.	Click the Related Documents tab.	
5.	A) Click the Expand button for the Voucher Line – PO Information. B) Click the Expand button for the Voucher Line – Receiver Information (if applicable).	
6.	Once expanded, the associated PO Number and Receipt Number are available.	

End of Document

This document is intended to provide a quick reference to completing standard transactions within GEARS. Please refer to the appropriate User Procedures and/or online references for any corresponding policies regarding this process.